

SIGN IN SHEET

IFB PMB-2013-04	Provision of Refrigerators for State and Federal Low Income Housing Properties - Statewide
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA - Contract & Procurement Office located at 1002 North School Street - Building D, Honolulu, HI 96817 when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Dennis Yanos, IFB Coordinator at (808) 832-1892.

Pre-Bid Conference	Thurs., April 11, 2013 HPHA 1002 North School Street, Honolulu, HI (9:00 a.m. - 10:00 am) 96817 Building E - Board Room [Hawaii Standard Time (HST)]
Bid Forms Due Back:	Due <u>before 10:00 a.m. HST on April 30, 2013</u> at the HPHA - Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted.
Bid Opening:	April 30, 2013 At 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
Date: _____	
Company:	_____
Address:	_____ _____ _____
Phone #:	_____ Cell #: _____
Fax #:	_____
Contact Person:	_____

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following must be submitted with the bid offer form:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Certificate of Compliance DLIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Corporate Resolution of Authorized Signer | |

The following must be submitted prior to award of contract:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |